

**MELROSE CITY COUNCIL AND
MELROSE PUBLIC UTILITIES COMMISSION
SPECIAL JOINT MEETING
MONDAY, DECEMBER 9, 2024 – 5:15 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose City Council and Melrose Public Utilities Commission met in a Special Joint Meeting on Monday, December 9, 2024, at 5:45 p.m. at the Melrose City Center pursuant to due notice being given thereof. Due to a previous meeting running longer, this meeting did not start until 5:45 p.m. Present were Council Members Tony Klasen, Justin Frieler, Joeline Wieling, Mayor/Commission Member Joe Finken. Utilities Commission Member Eric Seanger, Jeremy Kraemer. Council Member Travis Frieler was absent. Mayor Finken called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried approving the agenda as submitted.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving the agenda as submitted.

A.I. #3 PERFORMANCE EVALUATION

- a. The Council and Commission conducted the performance evaluation of City Administrator Colleen Winter.

According to State Statutes, there are certain exceptions to the Open Meeting Law, which allow councils to close meetings. The following procedure must be used to close a meeting for the purpose of a performance evaluation:

1. The public body must identify the individual to be evaluated prior to closing the meeting.
2. The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to this person is also needed in order to allow the individual to make an informed decision.
3. Before closing the meeting, the Council must state on the record the reason for closing the meeting and the subject to be discussed.
4. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. *Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.*
5. At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The Council should be careful not to release private or confidential data in its summary.

Administrator Winter stated she wished to close the meeting.

A motion was made by Mr. Travis Frieler, seconded by Mr. Justin Frieler and unanimously carried to close the meeting to conduct the performance evaluation of City Administrator Colleen Winter. A motion was made by Mr. Kraemer, seconded by Mr. Finken and unanimously carried to close the meeting to conduct the performance evaluation of City Administrator Colleen Winter

In attendance were Council Members Tony Klasen, Justin Frieler, Joelene Wieling, Mayor/Commission Member Joe Finken. Utilities Commission Member Eric Seanger, and Jeremy Kraemer

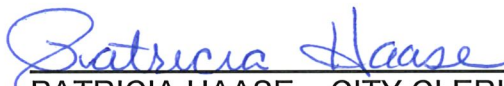
The 2024 Annual Performance Review of City Administrator Winter was completed by the Council and Utilities Commission. Her performance meets expectations and has a satisfactory review.

This summary of the evaluation will be given at an upcoming meeting.

A.I. #4 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Kraemer and unanimously carried that the meeting be adjourned at 7: 15 p.m.

A motion was then made by Ms. Wieling seconded by Mr. Justin Frieler and unanimously carried that the meeting be adjourned at 7:15 p.m.



PATRICIA HAASE – CITY CLERK